



JOB TITLE: Server Administrator II

Tribal Department: Tulalip Data Services

JOB NUMBER: QCV 010-06

Pay Range: \$25.90-34.72

Employee Classification: Non-Exempt

Terms of Employment: This is a Full-time position requiring at least 40 hours per work, or 2080 hours per year.

Opening Date: 5/22/06

Closing Date: until filled

Job Summary: System administration and integration expertise including, but is not limited to, domain controllers, active directory and group policy, security, anti-virus, DNS servers, print servers, web/IIS servers, file servers, FTP servers, application servers, account management, patch management, disk management, incident response, back up, recovery, etc. Performs planning, installation, integration and maintenance of Windows 2000/2003 operating environments, and tests, maintains and modifies related software.

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent required
- ☐ MCSE certification in Windows Server 2003

SKILLS:

- ☐ Thorough knowledge of Microsoft Windows Server 2000/2003
- ☐ Thorough knowledge of web application servers and platforms such as IIS, Apache
- ☐ Thorough knowledge in supporting enterprise virus protection and related security solutions
- ☐ Thorough knowledge in supporting and maintaining Microsoft Exchange
- ☐ Thorough knowledge in managing Internal/External DNS, Whois Records, MX Records, A Records, and IIS
- ☐ Thorough knowledge of infrastructure services including Active Directory, DHCP and WINS
- ☐ Thorough knowledge in supporting and maintaining SAN, NAS, and Tape Backup Systems
- ☐ Thorough knowledge in supporting data backup and recoveries methodologies

EXPERIENCE:

- ☐ Minimum of three (3) years experience administering and maintaining a Windows 2000/2003 server environment
- ☐ Minimum of two (2) years experience managing client/server enterprise applications
- ☐ Minimum of three (3) years experience in data backups and disaster recovery
- ☐ Minimum of one (1) year experience installing, configuring, and maintaining all manners of server hardware and associated network equipment, including SCSI, RAID, and I/O topology

OTHER REQUIREMENTS:

- ☐ Experience clustering servers with various platforms
- ☐ Internet protocols and services such as TCP/IP, DNS, SMTP, POP3, and HTTP
- ☐ Ability to troubleshoot, maintain, and implement hardware and software upgrades to network servers
- ☐ Knowledge and ability to perform various methods of Disaster Recovery
- ☐ Root Cause Analysis methodology and Server Incident documentation skills
- ☐ Ability to work independently with little supervision, prioritizing and completing assignments and tasks
- ☐ Must have excellent verbal and written communication skills
- ☐ Must be willing to attend progressive job related training as requested
- ☐ Must be willing to work on a "on-call" rotation to support tribal and commercial clients 24/7
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

Physical Characteristics and/or Prerequisites:

- [] Manual and finger dexterity for the operation of a personal computer and routine paperwork
- [] Stamina to sit, stand, and/or walk for prolonged periods of time
- [] Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis
- [] Ability to lift and carry 40 lbs. on a frequent basis
- [] Mobility to bend, stoop, and/or climb stairs on an occasional basis

Employee Reports To: Network Services Manager

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal networks in accordance with established policies and procedures.

Specific Duties Performed:

1. Designs and implement mission critical Windows Server 2000/2003 solutions to address business needs as well as to improve and maintain Quality of Service
2. Monitoring existing server capacity, adding new capacity and configure servers to stay ahead of growth
3. Determine, troubleshoot, and resolve network and server problems
4. Manage security, high availability, and reliability of the network and server environment
5. Perform software installations and upgrades to Windows Server 2000/2003, Active Directory, Microsoft Exchange, and Microsoft SQL servers.
6. Develop and maintain comprehensive hardware and software configuration database/library of all supporting documentation
7. Study latest server technology to provide recommendations for system improvements that meet business goals and reduce cost
8. Performs routine preventative and corrective maintenance on various types of computing equipment
9. Participates in continued education opportunities as necessary for successful completion of assigned tasks
10. Provides on-call advanced technical support to various Tribal users and organizations regarding specific applications and operational problems
11. Performs other related duties as deemed necessary or requested.